



**LANGLEY
POLICY
DIRECTIVE**

**Directive: LAPD 4220.1
Effective Date: April 20, 2004
Expiration Date: April 20, 2009**

Responsible Office: Office of Logistics Management

SUBJECT: Standards for Office Furniture and Furnishings

1. POLICY

a. It is LaRC policy to use office furniture and furnishings which meet reasonable standards of ergonomics, presentability, ~~comfort~~, functional effectiveness, and economy. |

b. Criteria

(1) Office furniture and furnishings will be allocated as follows:

(a) ~~Executive~~ W wooden furniture for Senior Executive Service (SES) personnel. |

~~(b) — Wooden office furniture (unitized) for GM/GS 13 through GM/GS 15.~~ |

~~(b)~~ (b) General office furniture (~~metal or steel~~) for all personnel not listed above. |

NOTE: In accordance with NASA Safety Training Center, Occupational Ergonomics, Task and Workstation Considerations, appropriate types of ergonomic chairs will be made available to accommodate various worker's needs including back support, chair seatpan, chair base, armrests, and adjustable height and tilt.

c. Carpets, partitions, and window coverings will be allocated for insulation, acoustical control, and as part of a rehabilitation project or a new facility.

2. APPLICABILITY

This directive is applicable to Langley Research Center civil servants.

3. AUTHORITY

a. 42 U.S.C 2473 (c)(1), Section 203(c)(1) of the National Aeronautics and Space Act of 1958, as amended.

4. REFERENCE

a. NPR 4200.1, "NASA Equipment Management Manual."

b. LMS-CP-2711, "Requesting and Excessing Office Furnishings through Government Sources."

5. RESPONSIBILITIES

a. The Office Furnishings Manager, Office of Logistics Management (OLM):

(1) Approve or disapprove requests for furniture and arrange for delivery.

NOTE: Specialized furniture for computers, laboratories, and modular and systems furniture including assembly, disassembly, and reconfiguration, are to be procured through normal procurement procedures using requester's funds.

(2) Arrange for the installation of partitions and window coverings.

(3) Responsible for oversight of carpet installation and related services.

b. Requester

Submit requests for office furniture and furnishings to the Office Furnishings Manager following [LMS-CP-2711, "Requesting and Excessing Office Furnishings through Government Sources."](#)

6. DELEGATION OF AUTHORITY

N/A

7. MEASUREMENTS

N/A

8. CANCELLATION

LAPD 4220.1, dated May 14, 1999.

Roy D. Bridges, Jr.
Director